CEOAS Proposal Submission Process
(see also http://research.oregonstate.edu/osp/proposal-preparation and http://oregonstate.edu/research/osp/electronic-proposal-submission)

- Allow plenty of lead time. The Office of Sponsored Programs (OSP) recommends that you start routing your proposal at least five business days ahead of the sponsor deadline. OSP requires a minimum of three business days for proposal processing after signatures have been obtained. Please keep in mind that proposals will not be reviewed over the weekend.

- Before routing in Cayuse, have your budget and justification checked by the CEOAS Accounting Office. Guidance on the justification language needed to purchase a computer/software and other information for PIs is at: http://ceoas.oregonstate.edu/facultystaff/proposal/. Email your documents to proposals@oregonstate.edu.

- ALL proposals must be entered into the Cayuse system (http://oregonstate.cayuse424.com). To access Cayuse, login by using your ONID credentials. Firefox is the recommended browser. Internet Explorer can be used as an alternative if Firefox is unavailable. Remember to set the browser to Allow Pop-ups while you work in Cayuse.

- First Time Cayuse Users must register with this online form: http://oregonstate.edu/research/osp/cayuse-new-user-registration-request-form. Users also need to set up their Professional Profile in Cayuse 424 by selecting ‘Professional Profile’ and populating their personal information. (Verify that the email address shown by OSU matches the email address that you have entered for FastLane. If not, change your FastLane email address.) Training instructions for this and other topics can be found here: http://bit.ly/WwPWhB.

- Cayuse SP is the electronic version of the Proposal Transmittal Form, and is used for every proposal. Cayuse 424 represents the Federal form set that is found in Grants.gov. Attach proposal documents including the budget, justification, scope of work and facilities and infrastructure form. Some sponsors require additional documentation; the CEOAS Accounting Office will provide guidance as necessary.

- If you are submitting a collaborative proposal to NSF, you will need to build it in the FastLane forms and use Cayuse SP only for the electronic signature routing. You can continue working on the project description during the time that you are routing the proposal for signatures, as you could previously with paper submissions.

- The CEOAS Facilities and Infrastructure form can be found here: http://bit.ly/Vw5aER. Use Firefox or Adobe Acrobat/Reader to fill out the form and upload it to Cayuse SP. If you request additional resources, email a copy to proposals@coas.oregonstate.edu.

- Initiate routing when the budget is final and when you have a draft proposal for reviewers. Routing guidance can be found at: http://ceoas.oregonstate.edu/facultystaff/files/HowSetUpCayuseRouting.pdf.

- After you initiate routing through Cayuse, you will receive emails regarding actions taken in the authorization process. If you have questions regarding the routing status, please contact proposals@coas.oregonstate.edu.

- QUESTIONS? - If you have technical questions about the Cayuse interface or submission process, contact the Office of Sponsored Programs (sponsored.programs@oregonstate.edu, the “Orange Team”). Cayuse also maintains a help system at: http://support.cayuse.com. For all other questions, contact the CEOAS Accounting Office (proposals@coas.oregonstate.edu).